



City of Aiken
Department of Public Safety
South Carolina

Post Office Box 1177
Aiken, SC 29802

***“Dedicated to the
Community”***

Re: Public Safety Officer I

Dear Applicant,

The Aiken Department of Public Safety appreciates your interest in employment as a Public Safety Officer I. When applying for this position you must keep in mind that sensitive or confidential aspects of your personal life may be explored. Elements of the selection process for Public Safety Officer include:

- Criminal Records Checks;
- Driver's Record Checks;
- Reading Skills Testing;
- A Physical Fitness Assessment;
- Police and Firefighter Entry-Level Written Examinations;
- A Credit History;
- Oral Interviews;
- A Complete Background Investigation;
- A Stability/Suitability Assessment by a qualified professional (after a conditional job offer is made);
- and
- A Physical Examination, including Drug Screen (after a conditional job offer is made).

In order to properly plan and coordinate all screening activities, the expected duration of the entire selection process could be up to ninety (90) days, or longer, from the date the applications are received at the Department of Public Safety.

Unless otherwise notified, candidates not appointed to a position must reapply at a later date when the Department is advertising job vacancies. Applicants may contact the Department of Public Safety at (803) 642-7620 at any time to find out the status of their applications.

See the attached job description for a description of the duties, responsibilities, skills, education, and other minimum qualifications or requirements.

Sincerely,

Richard D. Abney,
Administrative Captain

Attachment

CITY OF AIKEN
CLASS SPECIFICATION

Job Code: 506
Date: 04/28/2006
Grade: 19

CLASS TITLE: PUBLIC SAFETY OFFICER I
DEPARTMENT: PUBLIC SAFETY
DIVISION: VARIOUS
FLSA STATUS: NON-EXEMPT

JOB SUMMARY:

Performs general police and fire duties in the protection of life and property through the enforcement of laws and ordinances. Duties are diverse and discretionary and require judgment in the broad application of policies and procedures.

MAJOR RESPONSIBILITIES AND DUTIES: (All incumbents may not perform all duties.)

Essential Functions:

Patrols City streets and residential areas in uniform to provide a visible deterrent and to enforce laws and protect life and property; identifies traffic hazards; monitors, commercial, industrial and residential areas for signs of any criminal activity; patrols for suspicious persons or vehicles.

Responds to fire emergencies including vehicles, woods, grass, structures, and miscellaneous fires; operates fire truck, pump and auxiliary equipment; participates in fire suppression activities including search and rescue, fire attack, ventilation, exposure protection, and property salvage; obtains proper pressures on various fire attack hose lines; lays and connects hoses, holds nozzles and directs fog, chemical, and water stream, raises and climbs ladders, and uses chemical extinguishes, bars, hooks, lines, and related equipment; participates in clean up and salvage operations.

Detects drunk drivers and performs sobriety evaluations as well as general observations of DUI suspect speech, appearance, comprehension of instructions, and performance; books DUI suspects and completes all related reports and records.

Checks building doors, windows, gates, and fences to ensure building is secured; reports any buildings, vehicles, or equipment that is not secured; ensures the safety and well-being of all employees on duty; assists in maintaining a pre-fire plan for businesses within the fire district.

Responds to calls for assistance and complaints of crimes; responds to 911 medical calls, enforces state statute by performing warrant, felony, or misdemeanor arrests; implements physical confrontation when necessary to afflict on arrests and processes prisoners including booking, fingerprinting, and photographing. Assists animal control officer as needed.

Responds to provide aid and assistance to victims of automobile injury accidents; assists emergency personnel in providing first aid care for victims of traffic and other accidents.

Secures and protects crime scenes by establishing boundaries, detaining victims, suspects and witnesses, locating, and identifying evidence and briefing supervisors/investigators on their arrival. Collects evidence and processes crime scenes (fingerprints, photographs, etc.). Investigates crimes committed by juvenile offenders or committed against juvenile victims.

Maintains a working knowledge of all traffic laws; enforces traffic laws through the issuance of traffic citations and warnings and arresting individuals in violation of the law.

Prepares and maintains a wide variety of departmental records and reports in compliance with departmental policies and procedures; prepares written and taped case reports outlining complete information regarding each case; prepares warrants as needed.

Conducts search and rescue operations for missing and overdue persons; assists in man-hunts for dangerous criminals; uses bloodhounds and K-9's in narcotics as well as other operations.

Researches and studies departmental policies and procedures, state and federal statutes, and maps to maintain awareness of current events and changes in law enforcement. Maintains an accurate knowledge of businesses and residential areas in assigned beats.

Inspects, maintains, and cleans assigned uniform, vehicle, and police and fire equipment; maintains personal hygiene in accordance with departmental policy and procedures.

Participates in scheduled and unscheduled police and fire training.

Develops and maintains cooperative relationships with other City departments, outside vendors and the general public contacted in the course of work; assists in resolving problems or complaints. Performs surveys for speeding violators based on public concerns or traffic collision data. Obtains continuing education credits for recertification and attends mandated yearly training.

Essential Safety Functions:

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Examples of Other Major Responsibilities: (All incumbents may not perform all duties.)

Directs traffic at fire scenes, accidents, crime scenes, and at other times as needed.

Transports prisoners to and from jail; performs court security duties. Performs prisoner extraditions in and out of state; performs VIP security as needed.

May serve as Field Training Officer for new officers.

Maintains availability for court appearances and testimony, assists the prosecutor's office in preparing presentation of testimony and/or evidence; responds to subpoenas by attending court trials and provides court testimonies as required.

Performs public relations activities; speaks to students, civic groups, and other community organizations regarding drug awareness, fire prevention and safety, crime prevention, traffic safety, handgun safety, and other

related areas; gives tours of facilities. Organizes neighborhood associations and community programs and events; works with other community organizations.

Assists other emergency response agencies in emergency situations.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

Police and Fire Vehicles	Fire Apparatus	Firearms
Respirators	Radar	Communications Equipment
General Office Equipment	Fire Protection Gear	New Lethal Weapons
Fire Equipment	Flash Lights	Tire Deflation Devices
Heat & Gas Detection Devices	Digital Camera	
Computer	Specialty Munitions	
Personal Protective Equipment (PPE)	Medical 1st Responder Equipment	

KNOWLEDGE, SKILLS, AND ABILITIES:

Oral and written communication ability equivalent to that normally acquired through a high school education is required.

Analytical abilities necessary to make sound, logical decisions quickly and sound judgement is required to act in best interest of citizens and jurisdiction.

Interpersonal skills necessary to be understood by and courteous of fellow employees, citizens, and businesses while performing law enforcement and fire response duties.

Computer skills necessary to complete various department reports and to record information to comply with state legal reporting requirements.

Ability to occasionally perform strenuous, heavy work involving lifting and carrying heavy objects; also continued walking, stooping, standing, and climbing. Physical ability to run after/apprehend suspects and strength to sustain dominance over unruly suspects is occasionally required.

Frequent exposure for up to 50% of work time to dirt, dust, outdoor temperatures, and traffic noises while on patrol. Occasional exposure for up to 10% of work time to hazardous situations which involve armed or physically violent persons or interviewing mentally or emotionally disturbed persons. Occasional exposure for up to 5% of work time to hazardous situations at fire and rescue scenes.

Working time requires irregular hours and shift times.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent; associate level degree desirable.

Licenses and Certifications:

Valid state driver's license and a satisfactory motor vehicle record.

Special Requirements:

Must meet all requirements of South Carolina law for law enforcement officers and firefighters. Must complete initial training for law enforcement officers and firefighters within one year of employment.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.